

eMILPO ACCESS REQUEST FORM

For new accounts, modifications, and removal of existing accounts, please complete the form and submit to your supervisor or manager for approval. The approved form will need to be submitted to the system or user administrator for your unit so that a user account can be created. Please note the specific explanations below:

Workflow Role: includes BN S1 Chief, BN S1 Clerk, PSC Chief, PSC Clerk, Commanding Officer, Career Counselor, Senior System Administrator, System Administrator, Unit Administrator, PERSTEMPO Chief, PERSTEMPO Clerk, BDE S1 Chief, BDE S1 Clerk, and None

User Role: User Administrator and User

User may be associated with up to 15 Account Types.

***UIC List and strong mission justification for access is required, and must accompany every Request**

User Information					
Name:		* SSN:			
* AKO User ID:		E-Mail Address:			
Phone Number:	Rank:	PGrade:			
Unit Profile Information					
Associated:	Click to chose	User Role (optional):			
Start Date:		End Date:			
Supervisor/Leader/Manager Information					
Name:		Phone Number:			
Signature:		Date:			
Security Manager Verification					
Clearance Level:		Phone Number:			
Name:		Signature and Date:			
Requested Functions					
<input type="checkbox"/> Pers. Services <input type="checkbox"/> Pers. Accounting <input type="checkbox"/> Reassignments		<input type="checkbox"/> Promotions <input type="checkbox"/> Readiness <input type="checkbox"/> Sys Admin.			
		<input type="checkbox"/> DTAS <input type="checkbox"/> ERB <input type="checkbox"/> PERSTEMPO			
Personnel Services		Personnel Accounting		Reassignments	
<input type="checkbox"/> Emergency Notification <input type="checkbox"/> Address <input type="checkbox"/> Name Change <input type="checkbox"/> Personal Data <input type="checkbox"/> Phone Number <input type="checkbox"/> SSN Correction <input type="checkbox"/> Service/Misc. Dates <input type="checkbox"/> Military Spouse (MACP) <input type="checkbox"/> Family Member <input type="checkbox"/> SFPA <input type="checkbox"/> Individual Awards <input type="checkbox"/> SGLI <input type="checkbox"/> Civilian Degree <input type="checkbox"/> Civilian Education <input type="checkbox"/> Military Education <input type="checkbox"/> ACCP/DL/eLearning <input type="checkbox"/> Lost Time <input type="checkbox"/> Field Determined Security Status <input type="checkbox"/> Non-US Citizen <input type="checkbox"/> Naturalization <input type="checkbox"/> Professional Certification <input type="checkbox"/> GI Bill <input type="checkbox"/> Assignment Considerations <input type="checkbox"/> AEA <input type="checkbox"/> Army Physical Fitness	<input type="checkbox"/> Personal Management Tests <input type="checkbox"/> ASVAB/AFCT Scores <input type="checkbox"/> Weapons Qualification <input type="checkbox"/> MOS <input type="checkbox"/> View Soldier Info <input type="checkbox"/> Overseas Assignment Data <hr/> <div style="text-align: center;">Personnel Accounting</div> <input type="checkbox"/> Soldier Arrival <input type="checkbox"/> OCONUS Arrival <input type="checkbox"/> Arrival Date Correction <input type="checkbox"/> Mass Arrival <input type="checkbox"/> Revoke Arrival <input type="checkbox"/> Attach Soldier <input type="checkbox"/> Mass Attachment <input type="checkbox"/> Slotting <input type="checkbox"/> Duty Status <input type="checkbox"/> Patient Tracking History <input type="checkbox"/> Assignment History <input type="checkbox"/> Duty Assignment <input type="checkbox"/> Overseas Tour Credits <input type="checkbox"/> Soldier Mobilization <input type="checkbox"/> Soldier Demobilization <input type="checkbox"/> Unit Mobilization <input type="checkbox"/> Unit Demobilization <input type="checkbox"/> Attach RC Soldier	<input type="checkbox"/> Drop from Rolls or Strength <input type="checkbox"/> Return from DFR/DFS <input type="checkbox"/> Revoke DFR/DFS <input type="checkbox"/> Soldier Transition/Loss to the Army <input type="checkbox"/> Mass Transition <input type="checkbox"/> Departure <input type="checkbox"/> Revoke Departure <input type="checkbox"/> Recall Retiree <input type="checkbox"/> Sanctuary/UCMJ <input type="checkbox"/> Enlistment into RA <input type="checkbox"/> Casualty Affairs (DA CMAOC only) <hr/> <div style="text-align: center;">PERSTEMPO</div> <input type="checkbox"/> Unassociated Soldier Events <input type="checkbox"/> Individual Events <input type="checkbox"/> Mass Events <input type="checkbox"/> Outprocessing Report <hr/> <div style="text-align: center;">Readiness</div> <input type="checkbox"/> Personnel Asset Visibility Report (PAVR) <input type="checkbox"/> HR Authorizations Report (UMR) <input type="checkbox"/> Soldier Availability Deployment Tracking <input type="checkbox"/> Mass Soldier Availability Deployment Tracking	<input type="checkbox"/> Schedule Briefing <input type="checkbox"/> Briefing Attendance <input type="checkbox"/> HQDA Reassignments <hr/> <div style="text-align: center;">Promotions</div> <input type="checkbox"/> Enlisted Reduction <input type="checkbox"/> Lateral Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Deny Promotion <input type="checkbox"/> Deny Promtion List Auto Integration <input type="checkbox"/> Special Category Promotion <input type="checkbox"/> Restore/Revoke Previous Rank <input type="checkbox"/> Correct Date of Rank <input type="checkbox"/> Rank History <input type="checkbox"/> Enlisted Advancement Report (AAA-117) <input type="checkbox"/> Enlisted Promotion eport (AAA-294) <hr/> <input type="checkbox"/> DTAS Soldier Record <input type="checkbox"/> TRN Upload (TPS)		